CPE FAQs

1. **What is CPE?**
	1. Begin with this [overview](https://acpe.edu/education/cpe-students) of CPE from the Association of Clinical Pastoral Education (ACPE) website
	2. If you still have questions
		1. Talk with continuing students who have completed CPE
		2. Talk with Contextual Education
	3. The CPE & CPW Resources page in Castle Commons has more information

1. **What are the different types of CPE?**
	1. Intensive – completed full-time in 10 consecutive weeks
	2. Extended – completed part-time over several months
	3. Virtual/Online – an unit that begins with a retreat and then continues with supervision and cohort work done virtually. Clinical work is arranged in a site local to the student, collaboratively with the CPE supervisor, the student, and the site

1. **Can I choose the type and setting for my CPE experience?**
	1. Students are encouraged to be in conversation with their academic advisor about the type of CPE experience that is best for each student
	2. Students are encouraged to be in conversation with their Synod/Candidacy Committee (or the equivalent for students from traditions other than the ELCA) about the type of CPE experience that is best for each student

1. **When should I complete CPE?**
	1. Successful completion of CPE is almost always required before an internship can begin
	2. For ELCA students, completion of CPE is typically required prior to Endorsement
	3. Students should begin working on CPE plans early in their first academic semester as units fill up quickly

1. **How do I select a site?**
	1. Accredited ACPE units (both in-person & virtual/online) are found [here](https://profile.acpe.edu/accreditedcpedirectory)
	2. Feel free to talk with Contextual Education staff and especially students who have already completed CPE to help with your decision
	3. Consider the type of experience that would be best for you
	4. Consider location that will meet your formation, education, and personal needs

1. **How do I apply?**
	1. Click [here](https://acpe.edu/education/cpe-students/cpe-application) for the CPE application form
	2. Be thorough and complete in your answers
	3. If you are unsure about the Academic Reference, you may use your WTS advisor
	4. Once you have made your choice(s) it is your responsibility to send your application materials to site(s) where you want to attend. We suggest applying to 3-5 places
	5. Application materials include a cover letter; application-which includes answers to questions 2-6; resume; application fee if required; other materials as requested by a particular site
	6. Some areas of the country are very competitive. You will want to get your materials in quickly and be persistent in your follow-up (we recommend applying 2-3 semesters before you plan to take the course)
	7. ACPE will walk you through the [enrollment process](https://acpe.edu/education/cpe-students/cpe-unit-enrollment-registration) after you have been accepted into a CPE program

1. **How do I schedule an Admissions Interview?**
	1. An Admission Interview is required by ACPE as part of the application
	2. If you are applying to multiple sites, it is possible that one interview will suffice for all sites. Check with each site regarding their interview requirements
	3. Your interview may be in person or virtual, depending upon the site

1. **What about acceptance and fees?**
	1. All centers vary in their acceptance processes. Some centers fill programs quickly; others wait and do so only after a given date
	2. We suggest that you follow up with a call to the sites where you have applied after about two-three weeks of applying to check the status of your materials
	3. Once you have been accepted at a given center and you have confirmed that acceptance, please inform the other centers to which you have applied that you are withdrawing from their process. This will open space for other persons at that site
	4. The tuition is the student's responsibility. The average fee for CPE ranges from around $550 to around $3000 depending on the program you choose. Many centers require an application fee and others require a non-refundable deposit which in most cases is applied to your tuition at that center. Payment is due directly to the CPE site

1. **How do I register for CPE at WTS?**
	1. Upload a copy of your letter of acceptance to the Contextual Education Office through the Castle Commons CPE & CPW Resources page
	2. If you plan to take an CPE unit during the Fall or Spring semester, have a conversation with your Academic Advisor about how that might impact your class schedule
	3. If you plan to take an intensive unit during the summer, look for registration instructions from the Registrar during the Spring semester

1. **What do I do with my final evaluations?**
	1. Upon completion of CPE, upload electronic copies of the signed supervisor’s evaluation and your own self-evaluation through the Castle Commons CPE & CPW Resources page
		1. Students pursuing Candidacy must send both CPE final evaluations directly to their Synod/Candidacy committee as well